



# Haryana Government Gazette

## EXTRAORDINARY

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### HARYANA GOVERNMENT

CITIZEN RESOURCES INFORMATION DEPARTMENT  
HARYANA SPACE APPLICATIONS CENTRE

#### Notification

The 20th April, 2022

**No. 2/4/2022-1CRID.**— In exercise of the powers conferred by Section 25 of the Haryana Registration And Regulation of Societies Act, 2012 (1 of 2012), the Haryana Space Application Centre (HARSAC), a registered society under the Act, hereby notifies the ‘Haryana Space Applications Centre (Grade A,B,C and D) Service Rules, 2022’ and ‘Promotion Policy/Norms Approved for HARSAC Staff’ appended to this notification at Schedule-A and Schedule-B respectively.

Chandigarh:  
The 19th April, 2022.

V. UMASHANKAR,  
Principal Secretary to Government of Haryana,  
Citizen Resources Information Department,  
& Chairman, Haryana Space Applications Centre (HARSAC).

**SCHEDULE -A**  
**General Service Rules, HARSAC**  
**PART -GENERAL**

**1. Short Title and Commencement:**

- (1) These rules shall be called the Haryana Space Applications Centre (Grade A, B, C and D) Service Rules, 2022.
- (2) They shall come into force on the date these are approved by the Governing Body of Haryana Space Applications Centre (HARSAC).

**2. Definitions :**

In these rules, unless the context otherwise requires,-

- (a) "Centre" means the Haryana Space Applications Centre (HARSAC), Hisar, a registered society under Haryana Registration And Regulation of Societies Act, 2012.
- (b) "Chief Scientist" means functional Head of the Centre;
- (c) "Financial Commissioner" means the Financial Commissioner and Secretary to Government, Haryana, Science and Technology Department, who would be the Chairman of the Governing body also;
- (d) "Competent Authority" means an authority who is competent to exercise any or all the powers under these rules or to whom powers in respect of any of all these rules have been delegated by the Governing Body;
- (e) "Director" means the Director, Science & Technology Department, Haryana, who would be the Director, HARSAC also;
- (f) "Direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or any State Government;
- (g) "DOS" means the Department of Space, Govt. of India;
- (h) "Employer" means Haryana Space Applications Center, Hisar;
- (i) "Government" means the Haryana Government in the Administrative Department;
- (j) "Governing Body" means the Governing Body of the Centre constituted under Rule 6 of the Rules of Association of the Haryana Space Applications Centre (HARSAC);
- (k) "Head Office" means Registered office of the Centre at Hisar;
- (l) "Institution" means,-
  - (i) any institution established by law in force in the State of Haryana; or
  - (ii) any other institution recognized by the Government for the purpose of these rules;
- (m) "ISRO" means the Indian Space Research Organization of the Department of Space, Govt. of India, Ministry of Science and Technology.
- (n) "NRSA" means the National Remote Sensing Agency, Department of Space, Government of India, Ministry of Science and Technology.
- (o) "Recognized University" means,-
  - (i) any university incorporated by law in India; or
  - (ii) any other university which is declared by the Government to be recognized university for the purpose of these rules;
- (p) "Service" means Haryana Space Applications Centre (Grade A, B, C and D) Service.

**PART - II**  
**RECRUITMENT TO SERVICE**

**Number and character of posts:**

- 3. The Service shall comprise the posts shown in **Appendix A** to these rules.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

**Nationality, domicile and character of candidates appointed to Service:**

4. (1) No person shall be appointed to any post in the Service, unless he is,-

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee, who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka or any other of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) OR (e) above shall be a person in whose favour, a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the employer but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, College, School or Institution last attended, if any and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

**Age:**

5. No person shall be appointed to any post in the Service by direct recruitment unless he/she fulfills the age limit prescribed by Haryana Government from time to time.

**Appointing Authority**

6. Appointment to the post in the Service shall be made by the Director, HARSAC and Chairman, HARSAC for Grade III & IV; and Class I & II, respectively.

**Qualification/Promotion:**

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience as specified **Appendix B, Appendix B-1 and Appendix B-2** to these rules incase of direct recruitment or through deputation/transfer.

Personal promotions for the staff of HARSAC would be as provided in the separate document on "Promotion Norms for HARSAC Staff" appended to these rules.

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the HARSAC in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Class, Ex-Servicemen and physically handicapped categories possessing the requisite experience are not available to fill up the vacancies reserved for them, after, recording reasons for doing so in writing.

**Disqualification:**

8. No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living;  
or
- (b) who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to any post in the Service:

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**Method of recruitment:**

9. (1) Qualification and experience required for appointment through direct recruitment/transfer or deputation /promotion for the below mentioned posts are provided in **Appendix B, Appendix B-1 and Appendix B-2**

Recruitment to the Service shall be made,-

- (a) in the case of Chief Scientist-
  - (i) by promotion from Principal Scientist
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (b) in the case of Principal Scientist -
  - (i) by promotion from Senior Scientist
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (c) in case of Senior Scientist (Agriculture/Landuse)-
  - (i) by promotion from Assistant Scientist (Agriculture) or Assistant Scientist (Land use)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (d) in case of Senior Scientist (Forestry/Ecology)-
  - (i) by promotion from Assistant Scientist (Environment/Ecology) or Assistant Scientist (Forestry)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (e) in case of Senior Scientist (Water Resources) -
  - (i) by promotion Assistant Scientist (Water Resources)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (f) in case of Senior Scientist (Geology/Geomorphology)-
  - (i) by promotion from Assistant Scientist (Geology/Geophysics)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (g) in case of Senior Scientist (Geo-informatics)-
  - (i) by promotion from Assistant Scientist (Geo-informatics)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (h) in case of Senior Scientist (NRDMS)-
  - (i) by promotion from Assistant Scientist (NRDMS) or Assistant Scientist (Urban and Regional Planning)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (i) in case of Senior Scientist (Soil Survey and Land Evaluation)-
  - (i) by promotion from Assistant Scientist (Soils)
  - (ii) by transfer or deputation of any officer already in the service of any university/academic/research institutions/departments of State Government or the Government of India;
- (j) in case of Assistant Scientists-
  - (i) by promotion from Senior Scientific Assistants
  - (ii) by direct recruitment; or

- (iii) by transfer or deputation of any officer already in the service of any university/ academic/research institution/department of State Government or the Government of India;
- (k) In the case of Administrative Officer,-
  - (i) by promotion from Accounts Assistant
  - (ii) by transfer or deputation of any officer already in the service of any university/ academic/research institution/department of State Government or the Government of India;
- (l) In the case of Accounts Officer, -
  - (i) on deputation from the SAS Cadre of the Finance Department, Haryana.
- (m) In case of Personal Assistant-
  - (i) by promotion from Senior Scale Stenographer; or
  - (ii) by transfer or deputation of any officer already in the service of any university/ academic/research institution/department of State Government or the Government of India;
- (n) In the case of Librarian,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of any officer already in the service of any university/ academic/research institution/department of State Government or the Government of India;
- (o) In the case of Senior Scientific Assistants, -
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of any officer already in the service of any university/ academic/research institution/department of State Government or the Government of India;
- (p) In the case of Senior Scale Stenographer,-
  - (i) by promotion from amongst Clerk-cum-Typist; subject to fulfillment of qualifications or
  - (ii) by transfer or deputation of any officer already in the service of any university/ academic/research institution/department of State Government or the Government of India;
- (q) In the case of Accounts Assistant,-
  - (i) by promotion from Clerk-cum-Typists; subject to fulfillment of qualifications
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (r) In the case of Driver-
  - (i) by promotion amongst Office Attendants/ Helpers; subject to fulfillment of qualifications of Driver
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (s) In the case of Clerk-cum-Typist -
  - (i) by promotion from amongst Office Attendants/Gardner/Helper/Sweeper, Chowkidar, Sweeper-cum-Chowkidar; subject to fulfillment of qualifications
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (t) In the case of Technical Assistants, Office Attendant, Chowkidar, Gardener, Sweeper, Sweeper-cum-Chowkidar.
  - (i) by direct recruitment;

(2) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

**Probation**

10 (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise:

Provided that -

- (a) Any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-

- (a) if such person is appointed by direct recruitment, dispense with his services; and
- (b) if such person is appointed otherwise than by direct recruitment,-
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,-

- (a) if his work or conduct has, in its opinion, been satisfactory, -
  - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
  - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
- (b) If his work or conduct has in its opinion, been not satisfactory,-
  - (i) dispense with his service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
  - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

**Seniority:**

11. Seniority inter se of members of the Service shall be determined by the length of continuous service on any post in the service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Selection Committee, duly approved by the competent authority, shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

**Liability to serve:**

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve under,-

(i) A company, an association or a body of individuals whether in corporate or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana; or

(ii) the Central Government or a company, an association or a body of individuals, whether in corporate or not, which is wholly or substantially owned or controlled by the Central Government; or

(iii) any other State Government, an international organization, an autonomous body not controlled by the Central Government or a private body:

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clauses (ii) or (iii) except with his consent.

**Pay, leave, pension and other matters :**

13. In respect of pay, leave and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature. As regards to pension, employees will be governed by the Pension/Family Pension of Employees Provident Fund Act, 1952 (as amended from time to time). The service gratuity will be payable as per the payment of Gratuity Act, 1972 (as amended in 1994).

**Age of retirement:**

14. All employees of the Centre in the rank of Senior Scientific Assistant and above shall retire from the service on the afternoon of the last day of the month in which they attain the age of 58 years provided that nothing in this Clause shall apply to any scientific personnel appointed for a specific period under a contract.

**Lien:**

15. The appointing authority may allow an employee of the Centre to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the Centre on deputation with an outside agency shall be allowed to retain a lien on his/her post for more than two years unless otherwise decided by the Chairman.

**Discipline, penalties and appeals:**

16. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Provided that nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in **Appendix C, Appendix C-1 and Appendix C-2** to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) sub-rule (8) of Rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be specified in **Appendix D, Appendix D-1 and Appendix D-2** to these rules.

**Vaccination:**

17. Every member of the Service shall get himself vaccinated or re-vaccinated as and when Chairman of the Governing Body so directs by a special or general order.

**Oath of allegiance:**

18. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

**Power of relaxation:**

19. Where the Governing Body is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the H.B.P.E., Finance Department, Haryana.

**Special provision:**

20. Notwithstanding any thing contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

**Reservations:**

21. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time.

Provided that the total percentage of reservations so made shall not exceed fifty percent at any time.

**Repeal and savings :**

22. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules, is hereby repealed: Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**Conveyance Advance, Festival Advance, Marriage Advance, House Building Advance**

23. Rules of Haryana Government, as modified from time to time, shall be applicable.

**Group Insurance Scheme**

24. It shall be open to the Centre to introduce and maintain a Group Insurance Scheme with any Insurance Company for the benefit of the employees through the contribution by the employees.

**Medical Cover**

25. The employees of the Centre shall be provided medical cover with reimbursement facilities inclusive of family and dependant member under Contributory Health Service Scheme (CHSS) prevalent in some of the Central Government Organizations and to be adopted at HARSAC, subject to the approval of the state government.

**General**

26. (1) An employee of the Centre may be called upon to perform any extra work as may be assigned to him in the interest of the Centre.  
(2) The matter regarding conditions of service not covered by the provisions of these rules may be decided in accordance with the rules laid down either by the Haryana Government or CCSHAU, Hisar for their employees at the discretion of the Chairman.

## APPENDIX A

(See rule 3)

S. No.	Designation of Post	No.of posts	Scale of Pay
<b>A. Technical Posts</b>			
1.	Chief Scientist	01	18400-500-22400
2	Principle Scientist	01	14300-425-18300
3.	Senior Scientist	07	10000-325-15200
4.	Assistant Scientist	10	8000-275-10200-EB-275-13500
5.	Senior Scientific Assistant	10	5500-175-8300-EB-175-9000
6.	Technical Assistant	03	5000-150-7100-EB-150-7850
7.	A.C.Mechanic	0	4000-100-4800-EB-100-6000 (*Diminishing Cadre)
8.	Electrician	0	4000-100-4800-EB-100-6000 (Diminishing Cadre)
	<b>Total Technical Posts</b>	<b>32</b>	
<b>B. Non-Technical Posts</b>			
9.	Administrative Officer	01	6500-200-8500-EB-200-10500
10.	Accounts Officer	01	6500-200-8500-EB-200-10500
11.	Personal Assistant	01	5500-175-8300-EB-175-9000
12.	Librarian	01	5000-150-7100-EB-150-7850
13.	Senior Scale Stenographer	01	5000-150-7100-EB-150-7850
14.	Accounts Assistant	01	5000-150-7100-EB-150-7850
15.	Driver	03	4000-100-4800-EB-100-6000
16.	Clerk-cum-Typist	02	3050-75-3950-EB-80-4950
17.	Office Attendant HARSAC: 6, NRDMS: 1	05	2550-55-2660-EB-60-3200 (2 in Diminishing Cadre)
18.	Gardener	0	2550-55-2660-EB-60-3200 (Diminishing Cadre)
19.	Chowkidar	03	2550-55-2660-EB-60-3200
20.	Sweeper	0	2550-55-2660-EB-60-3200 (Diminishing Cadre)
21.	Sweeper-cum-Chowkidar	0	2550-55-2660-EB-60-3200 (Diminishing Cadre)
	<b>Total Non-Technical Posts</b>	<b>19</b>	
	<b>Grand Total</b>	<b>51</b>	

\*Diminishing Cadre implies that as and when the post(s) fall vacant due to any reason such as retirement/ resignation/ termination/ death/ adjustment elsewhere etc., the post(s) shall stand abolished forthwith.

## APPENDIX-B

[See rule 7 &amp; 9]

S. No.	Designation of posts	Academic qualification and experience	
		Direct recruitment/Deputation/Transfer	Promotion
1.	CHIEF SCIENTIST	<p><b>Essential qualifications:</b> Ph.D. in Agronomy, Agricultural Meteorology/ Plant Physiology/ Soil Science/ Horticulture/ Environmental Sciences/ Botany/ Forestry/ Ecology/ Geo-physics/ Geography/ Geology/ Hydrology/ Physics.</p> <p><b>OR</b></p> <p>Ist Class M.Tech. degree in Environmental Engineering/ Computer Sciences/ Electronics/ Civil Engineering/ Agricultural Engineering/ Remote Sensing.</p> <p><b>Experience:</b> Atleast 15 years experience in Remote Sensing/ GIS applications for natural resources management.</p> <p><b>Desirable:</b> Some administrative experience, computer knowledge and experience in planning, formulation and implementation of projects in the area of natural resources management.</p>	From Principal Scientist with atleast 4 years experience as Principal Scientist
2.	PRINCIPAL SCIENTIST	<p><b>Essential qualifications:</b> Ph.D. in Agronomy, Agricultural Meteorology/ Plant Physiology/ Soil Science/ Horticulture/ Environmental Sciences/ Botany/ Forestry/ Ecology/ Geo-physics/ Geography/ Geology/ Hydrology/ Physics.</p> <p><b>OR</b></p> <p>Ist Class M.Tech. degree in Environmental Engineering/ Computer Sciences/ Electronics/ Civil Engineering/ Agricultural Engineering/ Remote Sensing.</p> <p><b>Experience:</b> At least 12 years experience in Remote Sensing/ GIS applications for natural resources management.</p> <p><b>Desirable:</b> Some administrative experience, computer knowledge and experience in planning, formulation and implementation of projects in the area of natural resources management.</p>	From Senior Scientist with at least 8 years experience as Senior Scientist
3.	SENIOR SCIENTIST (AGRIC. / LAND USE)	<p><b>Essential qualifications:</b> Ist Class M.Sc. Degree or equivalent in Agronomy/ Agricultural Physics/ Agro-Meteorology/ Plant Physiology/ Geography * with minimum 5 years experience in the applications of Remote Sensing in agriculture</p> <p><b>OR</b></p> <p>Ph.D. in Agronomy/ Agricultural Physics/ Agro-Meteorology/ Plant Physiology/ Geography* with minimum 2 years experience in the applications of Remote Sensing in agriculture field</p>	From Assistant Scientist (Agriculture) or Assistant Scientist (Land Use) with at least 5 years experience with Ph.D. degree and 7 years
		*Bachelor degree should be in Science.	with Master's degree as Assistant Scientist
		<b>Desirable:</b>	
		Post Graduate Diploma/ Degree in RemoteSensing/GIS from a recognized University/Institute	

S. No.	Designation of posts	Academic qualification and experience	Promotion
		Direct recruitment/Deputation/Transfer	
4.	<b>SENIOR SCIENTIST(FORESTRY/ECOLOGY)</b>	<p><b>Essential qualifications:</b> Ist Class M.Sc. Degree or equivalent in Forestry/ Ecology/ Environmental Sciences with minimum 5 years experience in the application of Remote Sensing in Forestry and Ecology.</p> <p><b>OR</b></p> <p>Ph.D. in Forestry/ Ecology/ Environmental Sciences with minimum 2 years experience in the application of Remote Sensing in Forestry/Ecology.</p> <p><b>Desirable:</b> Candidates possessing Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute will be given preference.</p>	From Assistant Scientist (Environment/ Ecology) or Assistant Scientist (Forestry) with at least 5 years experience with Ph.D. degree and 7 years with Master's degree as Assistant Scientist
5.	<b>SENIOR SCIENTIST (WATER RESOURCES)</b>	<p><b>Essential qualifications:</b> Ist Class M.Sc. Degree or equivalent in Geology/ Geophysics with specialization in Geohydrology/ Hydrology/ Agricultural Engineering with minimum 5 years experience in the application of Remote Sensing in Water Resources.</p> <p><b>OR</b></p> <p>M.E./ M.Tech. in Geology/ Geophysics with specialization in Geohydrology/Hydrology/Agricultural Engineering with minimum 4 years experience in the application of Remote Sensing in Water Resources.</p> <p><b>OR</b></p> <p>Ph.D. in Geology/ Geophysics with specialization in Geohydrology/Hydrology/Agricultural Engineering with minimum 2 years experience in the application of Remote Sensing in Water Resources.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/GIS from a recognized University/Institute</p>	From Assistant Scientist (Water Resources) with atleast 5 years experience with Ph.D. degree and 7 years with Master's degree as Assistant Scientist
6.	<b>SENIOR SCIENTIST (GEOLOGY/ GEOMORPHOLOGY)</b>	<p><b>Essential Qualifications:</b> Ist Class M.Sc. Degree or equivalent in Geology/Geophysics with minimum 5 years experience in the application of Remote Sensing in Geo sciences.</p> <p><b>OR</b></p> <p>M.E./ M. Tech. in Geology/ Geophysics with minimum 4 years experience in the application of Remote Sensing in Geo sciences.</p> <p><b>OR</b></p> <p>Ph.D. in Geology/ Geomorphology/ Geophysics/ Mineral Exploration with minimum 2 years experience in the application of Remote Sensing in Geo sciences.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/GIS from a recognized University/Institute</p>	From Assistant Scientist (Geology/ Geophysics) with at least 5 years experience with Ph.D. degree and 7 years with Master's degree as Assistant Scientist

S. No.	Designation of posts	Academic qualification and experience	Promotion
		Direct recruitment/Deputation/Transfer	
7.	<b>SENIORS CIENTIST (GEOINFORMA TICS)</b>	<p><b>Essential Qualifications:</b> Ist Class M.E./M.Tech. or equivalent in Computer Science/ Computer Engineering/ Information Technology/ Geoinformatics with 4 years experience in System Management/ Image Processing/ GIS. Preference will be given to candidates having experience in developing/customizing software for remote sensing applications and image processing system/GIS.</p> <p><b>OR</b></p> <p>Ist Class M.Sc. in Physics/M.C.A.*/B.E./B.Tech. in Computer Science/Computer Engineering/ Electronics/ Information Technology/ Geoinformatics or equivalent with 5 years experience in System Management/ Image Processing/ GIS. Preference will be given to candidates having experience in developing/ customizing software for remote sensing applications and image processing system/GIS</p> <p>*The Bachelor degree should be in science</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/GIS from a recognized University/Institute</p>	From Assistant Scientist (Geo-informatics) with at least 5 years experience with Ph.D. degree and 7 years With Master's degree as Assistant Scientist
8.	<b>SENIOR SCIENTIST (SOIL SURVEY AND LAND EVALUATION)</b>	<p><b>Essential qualifications:</b> Ist Class M.Sc. (Agriculture) or equivalent in Soil Science with minimum 5 years experience in the applications of Remote Sensing/ GIs in Soil Survey.</p> <p><b>OR</b></p> <p>Ph.D. in Soil Science with minimum 2 years experience in the application of Remote Sensing/GIS in soil survey.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/GIS from a recognized University/Institute</p>	From Assistant Scientist (Soils) with at least 5 years experience with Ph.D. degree and 7 years with Master's degree as Assistant Scientist
9.	<b>SENIOR SCIENTIST (NRDMS)</b>	<p><b>Essential qualifications:</b> Ist Class M.Sc. in Biological Science/Physical Science/ Mathematics/Geography/Urban Planning or equivalent with minimum 5 years experience in the applications of Remote Sensing/ GIS for natural resources/ environmental management/urban or infrastructural planning.</p> <p><b>OR</b></p> <p>Ph.D. in any one of the above mentioned areas with minimum 2 years experience in the application of Remote Sensing/ GIS for natural resources/ environmental management/ urban or infrastructural planning.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/GIS from a recognized University/Institute</p>	From Assistant Scientist (NRDMS) or Assistant Scientist (Urban and Regional Planning) with at least 5 years experience with Ph.D. degree and 7 years with Master's degree as Assistant Scientist

## APPENDIX B-1

[See rule 7 &amp; 9]

S. No.	Designation of posts	Academic Qualifications and Experience	
		Direct recruitment/ Deputation/ Transfer	In case of Promotion
1.	ASSISTANT SCIENTIST (GEO-INFOMATICS)	<p><b>Essential Qualifications:</b> 1st Class M.E./ M.Tech./ MCA*/M.Sc. or equivalent in Computer Science/ Computer Engineering/ Information Technology/ Geo-informatics/ Physics/ Mathematics.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.E./ B.Tech in Computer Science/ Computer Engineering/ Electronics/ Information Technology/ Geo-informatics with one year experience in software development/ customization for remote sensing applications and image processing system/ GIS.</p> <p>* The Bachelor degree should be in science.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute One year experience in the application of Remote Sensing/ GIS in Software Development/ Customization.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Geo-informatics) with at least 7 years experience as Senior Scientific Assistant.
2.	ASSISTANT SCIENTIST (AGRICULTURE)	<p><b>Essential Qualifications:</b> 1st Class M. Sc. (Agriculture) or equivalent degree in Agronomy/ Plant Physiology/ Agricultural Physics/ Agro-Meteorology/ Horticulture.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute. One year experience in the application of Remote Sensing/ GIS in Agriculture.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Agriculture) with at least 7 years experience as Senior Scientific Assistant
3.	ASSISTANT SCIENTIST (FORESTRY)	<p><b>Essential qualifications:</b> 1st Class M. Sc. or equivalent in Forestry/ Environmental Sciences.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute. One year experience in the application of Remote Sensing/ GIS in Forestry/ Vegetation Mapping.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Environment/ Ecology) with at least 7 years experience as Senior Scientific Assistant.
4.	ASSISTANT SCIENTIST (WATER RESOURCES)	<p><b>Essential qualifications:</b> 1st Class M.Sc./ M.Tech. Degree in Hydrology/Water Resources/Agricultural Engineering (Specialization in Hydrology or Soil &amp; Water Engineering), or M.E. Hydrology or M.Tech Civil Engineering with specialization in Hydrology.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute One year experience in the application of Remote Sensing &amp; GIS in Water Resources.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Water Resources) or Senior Scientific Assistant (Microwave) with at least 7 years experience as Senior Scientific Assistant.

S. No.	Designation of posts	Academic Qualifications and Experience	
		Direct recruitment/ Deputation/ Transfer	In case of Promotion
5.	ASSISTANT SCIENTIST (ENVIRONMENT/ ECOLOGY)	<p><b>Essential qualifications:</b> 1st Class M.Sc./ M.Tech. Degree or equivalent in Environmental Sciences/ Ecology/ Botany with specialization in Environment/ Ecology.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute. One year experience in the application of Remote Sensing/ GIS in Environmental Sciences/ Ecology.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Environment/ Ecology) with at least 7 years experience as Senior Scientific Assistant.
6.	ASSISTANT SCIENTIST (GEOLOGY/ GEOPHYSICS)	<p><b>Essential qualifications:</b> 1st Class M.Sc./ M.Tech. or equivalent in Geology/ Geophysics.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute One year experience in the application of Remote Sensing/ GIS in Geosciences.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Water Resources) or Senior Scientific Assistant (Microwave) with at least 7 years experience as Senior Scientific Assistant.
7.	ASSISTANT SCIENTIST (SOILS)	<p><b>Essential qualifications:</b> 1st Class M.Sc. (Agriculture) or equivalent in Soil Science.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute. One year experience in the application of Remote Sensing/ GIS in Soils.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Soil Lab) with at least 7 years experience as Senior Scientific Assistant.
8.	ASSISTANT SCIENTIST (LAND USE)	<p><b>Essential qualifications:</b> 1st Class M.Sc./ M.Tech. degree or equivalent in Remote Sensing/ GIS/ Geo-informatics/ Geography*/ Town and Country Planning*</p> <p>* The Bachelor degree should be in science</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute for non-Remote Sensing/ GIS/ Geo-informatics candidates. One year experience in the application of Remote Sensing/ GIS in Land use studies.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (Agriculture) with at least 7 years experience at the level of Senior Scientific Assistant.
9.	ASSISTANT SCIENTIST (URBAN REGIONAL PLANNING)	<p><b>Essential qualifications:</b> 1st Class M. Sc./ M.Tech. degree in Remote Sensing/ GIS/ Geo-informatics/ Geography*/ Town and Country Planning*/ Regional Planning*.</p> <p>* The Bachelor degree should be in science</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute for non-Remote Sensing/ GIS/ Geo-informatics candidates. One year experience in the application of Remote Sensing/ GIS for urban and regional planning.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (NRDMS/ Urban Planning) with at least 7 years experience as Senior Scientific Assistant.

S. No.	Designation of posts	Academic Qualifications and Experience	
		Direct recruitment/ Deputation/ Transfer	In case of Promotion
10.	<b>ASSISTANT SCIENTIST (SERVER &amp; DATA SECURITY MANAGEMENT)</b>	<p><b>Essential qualifications:</b> 1st class post graduate in Computer science/ Information Technology/ Mathematics.</p> <p><b>Desirable:</b> 2 Years' experience in Server Management, Cloud Establishment, data Security, Server Certification, Software Certification and Network Certification and Management related to Geoinformatics will be given preference.</p> <p><b>Age:</b> Up to 40 years.</p>	From Senior Scientific Assistant (NRDMS/ Urban Planning) with at least 7 years experienceas Senior Scientific Assistant.
11.	<b>SENIOR SCIENTIFIC ASSISTANT (HARDWARE INFRASTRUCTURE/ NETWORKING)</b>	<p><b>Essential Qualifications:</b> 1st class post graduate in Computer science/Information Technology.</p> <p><b>Desirable:</b> 1 Year experience in Hardware Management and Networking, networking certification will be given preference.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
12.	<b>SENIOR SCIENTIFIC ASSISTANT (AGRICULTURE)</b>	<p><b>Essential Qualifications:</b> 1st Class M.Sc. (Agriculture) in Agronomy/ Soil Science/ Plant Physiology/ Agro-meteorology/ Agricultural Physics.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
13.	<b>SENIOR SCIENTIFIC ASSISTANT (GEO-INFORMATICS)</b>	<p><b>Essential qualifications:</b> 1st Class M. Sc. / B.E / B.Tech in Computer Science/ Computer Applications*/ Information Technology/ Geo-informatics /Remote Sensing/ GIS/ Computer Engineering.</p> <p>* Graduation/ Post Graduation degree should be in Science.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute for non-Remote Sensing/ GIS/ Geo-informatics candidates.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
14.	<b>SENIOR SCIENTIFIC ASSISTANT (SOIL LABORATORY)</b>	<p><b>Essential Qualifications:</b> 1st Class M.Sc. in Chemistry/ Soils.</p> <p><b>Desirable:</b> Some experience of working in Soil Laboratory will be given preference.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
15.	<b>SENIOR SCIENTIFIC ASSISTANT (ENVIRONMENT / ECOLOGY)</b>	<p><b>Essential Qualifications:</b> 1st Class in M. Sc./ M.Tech. degree or equivalent in Remote Sensing/ Geo-informatics/ Env. Sciences/ Forestry / Ecology / Botany with specialization in Environment/ Ecology</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute for non-Remote Sensing/ GIS/ Geo-informatics candidates.</p> <p><b>Age:</b> Upto 40 Years..</p>	Direct Recruitment only

S. No.	Designation of posts	Academic Qualifications and Experience	
		Direct recruitment/ Deputation/ Transfer	In case of Promotion
16.	<b>SENIOR SCIENTIFIC ASSISTANT (SPATIAL DATA SECURITY)</b>	<p><b>Essential Qualifications:</b> 1st class post graduate in Computer science/Information Technology/Data Sciences/ Mathematics/Statistics</p> <p><b>Desirable:</b> 1 Year experience in Hardware Management, Networking, Cloud Establishment and Management, Certificate in data security will be given preference.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
17.	<b>SENIOR SCIENTIFIC ASSISTANT (GIS SOFTWARE &amp; WEBSITE DEVELOPMENT)</b>	<p><b>Essential qualifications:</b> 1st class post graduate in Computer Science/Computer Engineering/ Information Technology</p> <p><b>Desirable:</b> 1 years' experience in Software Development and Website development related to Geo-informatics applications will be given preference.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
18.	<b>SENIOR SCIENTIFIC ASSISTANT (MOBILE APPLICATION DEVELOPMENT)</b>	<p><b>Essential qualifications:</b> 1st class post graduate in Computer Science/Computer Engineering/Information Technology</p> <p><b>Desirable:</b> 1 years' experience in Android/IOS development or certification will be given preference.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
19.	<b>SENIOR SCIENTIFIC ASSISTANT (URBAN SURVEY REGIONAL PLANNING )</b>	<p><b>Essential qualifications:</b> 1st class M.Sc. degree or equivalent in Town and Country Planning / Regional Planning/ Geography* *The Bachelor degree should be in science.</p> <p><b>Desirable:</b> Post Graduation Diploma / Degree in Remote Sensing / GIS from a recognized University/ Institute.</p> <p><b>Age:</b> Upto 40 Years.</p>	Direct Recruitment only
20.	<b>SENIOR SCIENTIFIC ASSISTANT (WATER RESOURCES)</b>	<p><b>Essential Qualifications:</b> 1st class degree in M.Sc./ <b>M.Tech.</b> Hydrology / Water Resources / Agriculture. Engineering, (Specialization in Hydrology), or M. E Hydrology or M. Tech Civil Engineering with specialization in Hydrology.</p> <p><b>Desirable:</b> Post Graduate Diploma/ Degree in Remote Sensing/ GIS from a recognized University/ Institute.</p> <p><b>Age :</b> Upto 40 Years.</p>	Direct Recruitment only
21.	<b>TECHNICAL ASSISTANT (COMPUTER APPLICATIONS)</b>	<p><b>Essential qualifications:</b> B.Sc. (Computer Applications) or B.Tech. (Computer Science/ IT or B.C.A. with Science at +2 level.</p> <p><b>Age:</b> As per Haryana Government rules.</p>	Direct Recruitment only

**Note:**

- Hindi/ Sanskrit up to Matric level is mandatory.
- Experience will be counted after possessing minimum essential qualifications.
- For all posts of Assistant Scientist, candidates should have cleared NET/ SET. Condition of NET may be exempted for the subjects like Remote Sensing/ GIS/ Geo-informatics where no agency conduct the NET exam.

Preference will be given to candidates having knowledge in computer applications for all the scientific posts.

## APPENDIX B-2

(See Rule 7 &amp; 9)

S. No.	Designation of posts	Academic Qualifications and Experience	
		Direct recruitment/Deputation/Transfer	Promotion
1.	Administrative Officer	<p>Qualification:</p> <p>M.B.A./ M.S.W./ Post Graduate Diploma in Personnel Management from Institute of repute with at least 60%marks.</p> <p>Hindi up to Matric Standard.</p> <p>Experience:</p> <p>Candidate should be at least three years senior level experience in personnel management in any of State/Public Sector undertaking/ Private Undertaking of repute/Govt.Department.</p>	From Accounts Assistant with 7 years experience.
2.	Personal Assistant	<p>Qualification:</p> <p>Bachelor'sDegree.</p> <p>Hindi upto Matric standard.</p> <p>Experience:</p> <p>At least 5years experience asSteno-typist ina semi Govt./ Undertaking/ Govt. Deptt. Or Private Sector undertaking of repute.</p> <p>Speed:</p> <p>Stenography 120 W.P.M.</p> <p>Typing 50 W.P.M.</p> <p>Knowledge of basic computer.</p>	From Senior Scale Stenographer with 5 years experience.
3.	Librarian	<p>QUALIFICATION:</p> <p>B.Lib.with at least 50% marks.</p> <p>Hindi up to Matric standard.</p> <p>EXPERIENCE:</p> <p>The candidate should have at least one year experience in managing and supervisory the work of a library of any Institution/Corporation/Govt. Department.</p>	By Direct Recruitment
4.	Senior Scale Stenographer	<p>QUALIFICATION:</p> <p>Candidate should be either B.A. or Higher Secondary Second Division or Matric with at least 60%marks.</p> <p>Speed:</p> <p>Stenography 100 W.P.M.</p> <p>Typing 40 W.P.M.</p> <p>EXPERIENCE:</p> <p>At least 1 year experience as Steno-Typist with knowledge of computer.</p>	From Clerk-cum-Typist with 5 year experience. Speed of 100 W.P.M. in stenography.

S. No.	Designation of posts	Academic Qualifications and Experience	
		Direct recruitment/Deputation/Transfer	Promotion
5.	Accounts Assistant	<p><b>QUALIFICATION:</b> B.Com. with minimum 50% marks. Hindi up to Matric standard.</p> <p><b>EXPERIENCE:</b> A minimum 4 years experience as Accounts Clerk in Govt. Office/Private Undertakings with knowledge of computer.</p>	From Clerk-cum-Typists With 4 years experience. Knowledge of accounts and basic computer.
6.	Driver	<p><b>QUALIFICATION:</b> Middle Pass with light vehicle licence.</p> <p><b>EXPERIENCE:</b> At least two years experience of driving a light vehicle.</p>	From Office Attendants/Helpers with a valid driving licence.
7.	Clerk-cum-Typist	<p><b>QUALIFICATION:</b> Matric (with at least 60% marks) or High Secondary with 50% marks or B.A./ B.Com. with knowledge of computer.</p> <p><b>Typing speed:</b> 30 W.P.M. (English) 20 W.P.M. (Hindi) Hindi upto Matric standard</p>	From Office Attendants/ Gardener/Helper/Sweeper, Chowkidar, Sweeper-cum-Chowkidar subject to fulfillment of qualifications.
8.	Office Attendant	<p><b>QUALIFICATION:</b> Middle pass with Hindi*.</p>	By Direct Recruitment
9.	Chowkidar	<p><b>QUALIFICATION:</b> Middle pass with Hindi*.</p>	By Direct Recruitment

\*Amendment in qualification approved by the Governing Body, HARSAC *vide* supplementary agenda item no.36.7 in its 36th meeting held on 07.09.2009 as per Haryana Government letter No. 42/116/2009/5GSI dated 04.06.2009 (page81).

## APPENDIX C

[See rule 16(1)]

Sr. No.	Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority	Second & final appellate authority, if any
1.	2.	3.	4.	5.	6.	7.
1.	Chief Scientist	Chairman/ Chairperson	Minor & Major penalties	Chairman/ Chairperson	Governing Body	---
2.	Principal Scientist					
3.	Senior Scientist					
				<p><b>MINOR PENALTIES</b></p> <p>(i) Warning with a copy on the personal file.</p> <p>(ii) Censure.</p> <p>(iii) With holding of promotion.</p> <p>(iv) Recovery from pay of the whole or part of pecuniary loss caused by negligence or a breach of orders, to the Central Government or State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university setup by an Act of Parliament or of the Legislature of a State.</p> <p>(v) With holding of increments of pay without cumulative effect.</p> <p><b>MAJOR PENALTIES</b></p> <p>(vi) With holding of increments of pay with cumulative effect.</p> <p>(vii) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have effect of postponing the future increments of pay.</p> <p>(viii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service.</p> <p>(ix) Compulsory retirement.</p> <p>(x) Removal from service which shall not be a disqualification for future employment under the HARSAC and Government.</p> <p>(xi) Dismissal from service which shall ordinarily be a disqualification for future employment under the HARSAC/Government.</p>		

## APPENDIXC-1

[See rule16 (1)]

Sr. No.	Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority	Second & final appellate authority, if any
1.	2.	3.	4.	5.	6.	7.
1.	Assistant Scientist	Chairman/	Minor &	Chairman/	Governing	---
2.	Administrative Officer	Chairperson	Major	Chairperson	Body	
3.	Accounts Officer		penalties			
				<b>MINOR PENALTIES</b> (i) Warning with a copy on the personal file. (ii) Censure. (iii) With holding of promotion. (iv) Recovery from pay of the whole or part of pecuniary loss caused by negligence or a breach of orders, to the Central Government or State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State. (v) Withholding of increments of pay without cumulative effect. <b>MAJOR PENALTIES</b> (vi) Withholding of increments of pay with cumulative effect. (vii) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have effect of postponing the future increments of pay. (viii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service. (ix) Compulsory retirement. (x) Removal from service which shall not be a disqualification for future employment under the HARSAC and Government. (xi) Dismissal from service which shall ordinarily be a disqualification for future employment under the HARSAC/Government.		

## APPENDIX C-2

[See rule 16 (1)]

Sr. No.	Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority	Second & final appellate authority, if any
1.	2.	3.	4.	5.	6.	7.
1.	Personal Assistant	Director	Minor & major penalties	Director	Chairman/ Chairperson	Governing Body
2.	Librarian					<b>MINOR PENALTIES</b>
3.	Sr. Scientific Assistant			(i)	Warning with a copy on the personal file.	
4.	Technical Assistant			(ii)	Censure.	
5.	Sr. Scale Stenographer			(iii)	Withholding of promotion.	
6.	Accounts Assistant			(iv)	Recovery from pay of the whole or part of pecuniary loss caused by negligence or a breach of orders, to the Central Government or State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university setup by an Act of Parliament or of the Legislature of a State.	
7.	Driver			(v)	Withholding of increments of pay without cumulative effect.	
8.	A.C. Mechanic					<b>MAJOR PENALTIES</b>
9.	Electrician			(vi)	Withholding of increments of pay with cumulative effect.	
10.	Clerk-cum-Typist			(vii)	Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have effect of postponing the future increments of pay.	
11.	Office Attendant			(viii)	Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service.	
12.	Gardener			(ix)	Compulsory retirement.	
13.	Chowkidar			(x)	Removal from service which shall not be a disqualification for future employment under the HARSAC and Government.	
14.	Sweeper			(xi)	Dismissal from service which shall ordinarily be a disqualification for future employment under the HARSAC/Government.	
15.	Sweeper-cum-Chowkidar					

## APPENDIX D

[See rule 16(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make order	Appellate authority	Second & final authority, if any
1.	2.	3.	4.	5.	6.
1.	Chief Scientist	(a) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension.	Chairman/ Chairperson	Governing Body	---
2.	Principal Scientist	(b) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
3.	Senior Scientist				

## APPENDIX D-1

[See rule 16(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make order	Appellate authority	Second & final authority, if any
1.	2.	3.	4.	5.	6.
1.	Assistant Scientist	(a) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension.	Chairman/ Chairperson	Governing Body	---
2.	Administrative Officer	(b) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
3.	Accounts Officer				

## APPENDIX D-2

[See rule 16(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make order	Appellate authority	Second & final authority, if any
1.	2.	3.	4.	5.	6.
1.	Personal Assistant	(a) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension.	Director	Chairman/ Chairperson	Governing Body
2.	Librarian				
3.	Sr. Scientific Assistant				
4.	Technical Assistant				
5.	Sr. Scale Stenographer				
6.	Accounts Assistant				
7.	Driver				
8.	A.C. Mechanic				
9.	Electrician				
10.	Clerk-cum-Typist				
11.	Office Attendant				
12.	Gardener				
13.	Chowkidar				
14.	Sweeper				
15.	Sweeper-cum-Chowkidar				

**SCHEDULE-B****PROMOTION POLICY/NORMS APPROVED FOR HARSAC STAFF****1. Promotion Policy/Norms****1.1 Non-Technical staff**

Two Assured Career Progression (ACP) pay scales on the pattern of Haryana Government and as modified from time to time, would be allowed to all the non-technical Class C and D employees of the Centre. As no ACP pay scale is applicable for the post of Administrative Officer in the pay scale of Rs.6500-10500 in the Haryana Government Rules, the promotion for this post would be as provided in **Appendix-1**.

**1.2 Technical Assistants, AC Mechanic and Electrician**

Two Assured Career Progression (ACP) pay scales on the pattern of Haryana Government and as modified from time to time, would be allowed to the Technical Assistants, AC Mechanic and Electrician.

**1.3 Scientific Staff (Senior Scientific Assistants and above)**

- 1.3.1** Promotion norms for the post of Senior Scientific Assistant, Assistant Scientist and Senior Scientist would be on the pattern of Department of Space, GOI. The scientist would be reviewed for promotion to next grade on the completion of a minimum period of continuous service in the scale as specified in **Appendix-2 and Appendix-3**.
- 1.3.2** The selection grade as provided in **Appendix-1, 2 and 3** are only notional pay scales for the purpose of promotion and there are no such sanctioned posts in HARSAC.
- 1.3.3** The sanctioned post would fall vacant following superannuation or resignation or dismissal from a personally promoted rank.
- 1.3.4** The promotions would be applicable prospectively. However, for the purpose of rationalization of promotions, the pay fixation w.e.f. the notional date of joining of an officer would be done. But no arrears from the notional date of joining would be paid.

**2. Review**

- 2.1** The promotion to the next grade would be based upon the review of the performance of the candidate after a set number of years in a particular grade in para 2. The selection process will be based on merit alone and is aimed at identifying the meritorious candidates as compared to the other candidates who are otherwise normal. Elimination of the unfit will also form part of the review process.
- 2.2** The meeting of Selection Committee as constituted by the Governing Body, HARSAC shall be held once a year and the candidates would be promoted w.e.f. the date of eligibility.

**3. Procedure for review:**

- 3.1** The procedure for review will consist of screening wherever applicable, interview and evaluation of ACR. The Selection Committee will make an overall assessment taking into consideration all the relevant factors and more especially the accomplishments of the candidates (achievements under various projects, R&D work, project reports, research publications, review papers, bulletins etc.) during the period under review, merit being the main consideration.
- 3.2** Screening is to ensure that the candidates presented to the Selection Committee for assessment are those who *prima facie* appear to possess the necessary minimum merit demonstrated through accomplishments in their area of work during the period under review. Since the Selection procedure for the posts of scientists is based on the principle of peer review, the screening process is also aimed at ensuring that the persons recommended have more or less the same level of technical proficiency and competence expected of the Scientists to discharge their responsibilities in the higher grade. The Screening Committee will consider each case carefully and objectively and make suitable recommendations after examining the work report of each individual, ACR assessment, recommendation of the Divisional/Unit Head and research/ papers/technical reports, if any generated by the person concerned.
- 3.3** The Screening Committee will categorize the persons as those 'Screened in' i.e., those who could be considered by the Selection Committee, and those 'Screened out', that is those not recommended by them for being considered by Selection Committee. These recommendations will be considered by the Competent Authority for appropriate decisions.

**3.4** Where the competent authority, on consideration of the recommendations of the Screening Committee decides that the candidate does not qualify the consideration for promotion by the Selection Committee, his/her case will be placed before the Screening Committee after one year. The screening procedure as laid down above will be repeated.

**4. Selection Procedure:**

The Selection Committee will consist of experts in the area, including internal/external. The Committee will interview the candidates who have been recommended by the Screening Committee as approved by the competent authority, evaluate the accomplishments of each Scientist in terms of his/ her work, publication (reports, research papers in Journals/ proceedings) and recommend his/ her suitability for promotion to the higher grade. The Committee will also keep in mind, apart from the accomplishments of the scientist during the period under review, keenness exhibited in the pursuit of his/ her profession, ability to take up higher responsibilities including R & D capabilities, managerial/ leadership qualities (as applicable) etc.

**5. Recommendations of the Selection Committee:**

The committee will make suitable recommendations for consideration & approval by the competent authority. The Selection Committee, while considering each case, may recommend, based on its assessment, any one of the following:

- (a) Promotion of the Officer to the next higher grade from the effective date of promotion.
- (b) Promotion of the Officer to the next higher grade with the retardation by six months with the effective date of promotion.
- (c) Status-quo-i.e., no change in the grade.

**6. Re-review:**

The respect of those who have been recommended status-quo, their cases will again be considered by the Screening Committee after a period of one year only subject to satisfactory performance during the period. However, if the candidates fails to get promoted in two consecutive interviews, his/ her subsequent reviews will be after a gap of two years only on every occasion.

**7. Approval of the recommendation of the Selection Committee:**

The recommendation of the Selection Committee will be further considered by the appointing authority who will take decision in every case. The decision of such authority shall be final.

**APPENDIX- 1**  
**NORMS OF PROMOTION FOR ADMINISTRATIVE OFFICER**

<b>Designation</b>	<b>Pay scale (Rs.)</b>	<b>Review period (years)</b>	<b>Pay scale on promotion</b>
Administrative Officer	6500-10500	3	8000-13500
Administrative Officer (Selection Grade)	8000-13500	5	10000-13900
Senior Administrative Officer	10000-13900	5	10000-15200

**APPENDIX-2**  
**NORMS OF PROMOTION FOR THE POSTS FOR SENIOR SCIENTIFIC ASSISTANT**

<b>Designation</b>	<b>Pay scale (Rs.)</b>	<b>Review period (years)</b>	<b>Pay scale on promotion</b>
Senior Scientific Assistant	5500-9000	3	6500-10500 Senior Scientific Assistant (Selection Grade)
Senior Scientific Assistant (Selection Grade)	6500-10500	4	8000-13500 Assistant Scientist
Assistant Scientist	8000-13500	4	10000-15200 Senior Scientist

Incumbents to the posts of Senior Scientific Assistant will be eligible for personal rank and pay promotion up to the level of Senior Scientist as above. They will not be eligible for personal rank and pay promotion for Assistant Scientist and above until they are promoted as Assistant Scientist against vacancy. The review period for considering grant of next higher personal rank and pay scale will be counted w.e.f. the date of promotion as Assistant Scientist.

For Assistant Scientists and above all promotions will be as per **Appendix-3**.

**APPENDIX-3**  
**NORMS OF PROMOTION – ASSISTANT SCIENTIST AND ABOVE**

<b>Designation</b>	<b>Pay scale (Rs.)</b>	<b>Review period (years)</b>	<b>Pay scale on promotion</b>
Assistant Scientist	8000-13500	4	10000-15200 Senior Scientist
Senior Scientist	10000-15200	4	12000-16500 Senior Scientist (Selection Grade)
Senior Scientist (Selection Grade)	12000-16500	4	14300-18300 Principal Scientist
Principal Scientist	14300-18300	5	16400-20000 Principal Scientist (Selection Grade)
Principal Scientist (Selection Grade)	16400-20000	5	18400-22400 Chief Scientist